

## SUPERVISORY CONTROLS

Works under the general administrative supervision of the Chief, Logistics Management Office, who outlines broad policies and long range objectives. Incumbent plans work and independently initiates studies or programs required . This includes changing and directing program implementation in compliance with regulations, policies and accepted property management principles and practices. Review of operations is achieved through periodic reports, discussions of result obtained, the quality of services rendered to the district, and general conformance to established policies, regulations and directives.

### Major Duties

Serves as Chief of the Property Accountability Branch in the Office of Logistics Management and the district property book officer (PBO). As an accountable property officer, the incumbent is subject to the provisions of Section 5514, title 5, United States Code (5 USC 5514). Incumbent is responsible for a wide variety of functions related to broad functional areas such as: property accountability, inventory management, catalog management, equipment management, financial management, disposal management and maintenance management. This position requires an extensive knowledge of Federal and Department of Defense supply management systems, regulations, methods, and procedures to program and execute life cycle management requirements for all personal property under the control of the district. Requires ability to apply broad analytical techniques and methodologies for analyzing, developing and managing the supply program to ensure comprehensive support to the U.S. Army Corps of Engineers mission assigned to the district.

1. Establishes policy guidance through interpretation and implementation of directives from higher authority. Develops and coordinates a wide variety of supply, equipment, and maintenance management concepts/procedures for implementation.

Materiel/products/services included are those of the construction and engineering missions involving many non-standard, state-of-the art, non- stocked items such as water craft, amphibians, unique and standard communications security equipment, commercial design vehicles, construction equipment, special purpose equipment, Federal Information Processing (FIP) equipment. Conducts research into complex problems, assimilates data, reaches conclusion, and implements improvements to mission program.

2. Serves as the district's principal manager for the USACE Automated Personal Property Management System (APPMS). Utilizes the APPMS to account and manage the personal property assets of the district valued at approximately **\$34 million**. Incumbent is responsible for the development and execution of life cycle policy for the acquisition, accounting, cataloging ,and management of all personal property used by the district. Incumbent is required to maintain formal accounting records and accounts. Responsible for establishing and maintaining hand receipt and meeting regulatory requirements for inventories. Incumbent is responsible for determining correct authorization, requisitioning, receipt and issue of property book equipment. Incumbent will report property record discrepancies and adjust property records in accordance with Army and U.S. Army Corps of Engineers policy. Responsible for establishing and implementing proper policy for storage of property held in inventory in support of property book management operations. The area of responsibility encompasses all district project sites located in several states. Initiates, reviews and establishes priorities of engineering change proposals (ECP) for APPMS improvement.

3. Represents the district/division at meetings and conferences with district property book officers, Major Subordinate Commands, HQ, U.S. Army Corps Engineers, Department of Defense, Federal, and civilian elements where matters relating to accountability, maintenance, logistics systems, etc. are discussed. Has authority to provide concurrence/nonconcurrence, and is expected to make fully substantiated recommendations for new/revised procedures, explaining the benefits of proposals and weakness of existing ones. Contributes to the resolution of problems encountered by district organizations.

4. Reviews Inter-Intra Service Support Agreements between the district and other Department of Defense and Federal organizations for all supply functions. Incumbent provides comments with respect to all services received/provided and insures the agreements are complete and at the level of detailed needed to define services.

5. Designated as the equipment manager for the district. This entails development of equipment management program policy for life cycle management of all property under district control. Establishes utilization criteria and standards to effectively determine current and future equipment requirement.

6. Prepares and conducts training in the areas of property acquisition, property accountability, personal property disposal, equipment management and authorization management.

7. Implements prescribed internal controls and supplements them where necessary to accommodate local operating conditions. Completes internal control review checklists for all functional areas within established time frames and reports results. Establishes and meets plans for correcting material weaknesses or refers weaknesses to higher levels for correction.

8. Performs personnel management functions as an integral part of his/her supervisory responsibilities, to include: Initiates personnel and disciplinary actions; makes selections for positions; prepares performance standards for subordinates; evaluates performances. Resolves employees complaints. Identifies training needs; supports EEO, employee suggestion and other personnel programs.

Performs other duties as assigned.